



**Solicitation  
From the  
State of Maryland  
Maryland School for the Deaf**

Section I: Cover Sheet

Date: April 21, 2023

Dear Vendor:

The Maryland School for the Deaf is soliciting to a vendor to provide (70) New Acer Chromebooks and Need (70) Google Chrome Management Console Licenses to the Frederick Campus High School:

- A. Solicitation Identification: MSD FC 360019
- B. Solicitation Title: Acer Chromebook Purchase FY23
- C. Procurement Officer: Tony Middleton  
Maryland School for the Deaf  
101 Clarke Place  
Frederick, Maryland 21705

Mailing Address: Post Office Box 250  
Frederick, Maryland 21705-0250

Telephone (301) 360-2012  
Fax (301) 360-1415

- D. Bid Due Date:

Bid must be delivered to the office of the Procurement Officer by **10:00 a.m. on May 17, 2023**, in a sealed envelope with the Solicitation Title and Solicitation Identification number hand written legibly or typed on the envelope. Contractors/vendors can use USPS, Fedex, and UPS to send their bids to the Procurement Officer.

**Emailing the bids or uploading bids through eMMA will not be allowed for this solicitation.**

E. Minority Business Enterprises:

Minority Business Enterprises are encouraged and invited to respond to the solicitation notice. The Maryland School for the Deaf actively supports the statewide MBE program and invites the participation of minority businesses in this business opportunity.

F. Solicitation Source:

An offeror who has received this solicitation from a source other than the Procurement Officer should immediately notify the Procurement Officer's to add its name, address and telephone number to the Procurement officer's Contractor list. If such an offeror fails to notify the Procurement Officer, the offeror accepts full responsibility for any failure to notify it of any communications, such as Addenda, issued by the Procurement Officer.

End Section I

## SECTION II: GENERAL SOLICITATION INFORMATION

### A. PUBLIC INFORMATION ACT NOTICE

Offerors should give specific attention to the identification of those portions of their bids that they deem to be confidential, proprietary information or trade secrets and provide any justification of why such materials, upon request, should not be disclosed by the State under the Access to Public Records Act, State Government Article, Title 10, Subtitle 6, Annotated Code of Maryland.

### B. ARREARAGES

By submitting a response to this solicitation, a vendor shall be deemed to represent that it is not in arrears in the payment of any obligation due and owing the State of Maryland, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the contract if selected for contract award.

### C. CANCELLATION OF SOLICITATION

The Agency reserves the right to cancel this solicitation in whole or in part at any time as provided for in COMAR 21.06.02.02.

### D. REJECTION OF INDIVIDUAL PROPOSALS

The Agency reserves the right to reject in whole or in part any proposal as provided for in COMAR 21.06.02.03.

### E. AMENDMENT ACKNOWLEDGMENT

The offeror must acknowledge receipt of all amendments, addenda, or changes in this solicitation.

### F. PROPOSAL DURATION

A vendor's proposal is irrevocable for 90 days following the closing date for submissions.

### G. QUESTIONS AND COMMUNICATIONS

#### 1. Authority

All communications regarding this solicitation are to be made solely through the Procurement Officer or his designee. Only information communicated by the Procurement Officer or his designee shall be the official position of the Agency.

#### 2. Submission

Questions regarding this solicitation may be directed verbally to the Procurement Officer or the designee; however, the Procurement Officer reserves the right to require that the offeror submit the question in writing.

#### 3. Timeliness

All questions, either verbal or written, should be submitted in a timely manner, i.e. early enough to be received by the Procurement Officer at least two days before the bid due date. The Procurement Officer shall, based on the availability of his time to research and

communicate an answer, decide whether he can answer an untimely submitted question before the bid due date.

#### 4. Distribution

In the event that written questions are submitted, the questions and the answers, as well as any amendments to the solicitation, will be sent to all of the firms on the Procurement Officer's vendor list. If, therefore, a firm receives a copy of this solicitation from a source other than the Procurement Officer, it should notify the Procurement Officer to add its name to the Procurement Officer's vendor list.

### H. BID SUBMISSION

- 1 All documents submitted by the offeror must be typewritten or written legibly in ink.
2. All erasures or alterations on any documents submitted by the offeror must be initialed in ink by the offeror.
3. All signatures of the offeror must be in ink.
4. **The bid must be submitted in a SEALED envelope**, which indicates that it contains a proposal. It is recommended to enter the Solicitation Title and Solicitation number on the SEALED envelope.

#### 5. PROTESTS

Any protest regarding this solicitation must be filed in writing with the Procurement Officer only. If the reason for the protest is apparent before the proposal opening, the protest must be filed before the proposal opening. In all other cases, the protest must be filed within 7 calendar days after the reason for the protest is known or should have been known.

The term "filed" means receipt by the Procurement Officer who has issued this solicitation.

The protest must be in writing and must contain (1) the name and address of the protester; (2) the appropriate identification of the solicitation and, if a contract has been awarded, the contract number if it is known; (3) a statement of the reasons for the protest; and (4) any supporting exhibits, evidence, or documents to substantiate any claims unless the documents are not available within the filing time, in which case the date by which the supporting documents are expected to be available is to be noted.

The Procurement Officer will respond to the protest in writing as expeditiously as possible. If the protester wishes to appeal the Procurement Officer's decision, the appeal shall be made to the Maryland Board of Contract Appeals only. The Board of Public Works will not consider a protest or an appeal of a protest.

### I. MULTIPLE OR ALTERNATE PROPOSALS

Unless otherwise stated in SECTION III: SPECIFIC SOLICITATION INFORMATION of this solicitation, multiple or alternate proposals will not be accepted.

### J. BID OPENING

Bid will be publicly opened at the time when the bids are due. The bid opening will occur at the address of the Procurement Officer. Please make arrangements to attend the

bid opening by notifying the Procurement Officer you will be attending the Bid Opening. You must submit your notification 48 hours prior to the Bid Due Date.

K. BID FORM

**Each bidder must complete the BID FORM and the Conflict of Interest and Affidavit of Disclosure in this solicitation package and return it with the Bid.**

L. LOW NOISE SUPPLIES

Material, supplies, equipment, or services shall comply in all respects with the Federal Noise Control Act of 1972, where applicable.

M. PROHIBITION AGAINST SHIFTING MARYLAND INCOME TO OUT OF STATE AFFILIATES.

The Contractor may not for any period during the contract term, seek to reduce the amount of the Contractor's income subject to Maryland income tax by payments made to an affiliated entity or an affiliate's agent for the right to use trademarks, trade names or other tangible property associated with the Contractor. The Contractor agrees that during the course of this contract it shall not make any such royalty or similar payments to any affiliated company; and if not such royalty or similar payments are made, the Contractor and the affiliated company shall file separate Maryland income tax returns and pay their respective Maryland income taxes in such a manner that the Contractor does not claim a deduction against Maryland income tax for such payments, and the affiliated company receiving the royalty or similar payment files Maryland income tax returns and pays Maryland tax, under a formula that reasonably apportions the income of the affiliated company among the states, including Maryland, in which Contractor does business. The Contractor agrees that it is authorized to bind affiliated entities of the terms hereof.

N. CONFLICT OF INTEREST

Potential Offerors should be aware that the State Ethics Law, State Government Article, § 15-508, might limit the selected Contractor's ability to participate in future related procurements, depending upon specific circumstances.

The successful Offeror will provide services to the State and must do so impartially and without any conflicts of interest. The Contractor will be required to complete a Conflict of Interest Affidavit. A copy of this Affidavit is included as ATTACHMENT 1 of this RFP. If the Procurement Officer makes a determination that facts or circumstances exist that give rise to or could in the future give rise to a conflict of interest within the meaning of COMAR 21.05.08.08A, the Procurement Officer may reject an Offeror under COMAR 21.06.02.03B.

END SECTION II.

### SECTION III - DETAILED SPECIFICATIONS

#### **A. Background:**

The Maryland School for the Deaf is soliciting a vendor to provide (70) Acer Chromebooks to the Frederick Campus High School. The Maryland School for the Deaf is a K – 12 educational school, therefore any vendor choosing to use Educational Pricing on the Bid is acceptable.

#### **B. Scope of the Work:**

All quotations must be based on the following set of specifications. The Maryland School for the Deaf reserves the right to reject any or all bids. Award will be made to the responsible and responsive bidder based on lowest total cost.

Chromebooks must be delivered approximately **July 1, 2023**. **If the vendor cannot meet this deadline, it must be approved from The Maryland School for the Deaf Information Technology Department, prior to contract award.**

#### **C. Specifications:**

##### **NEW Acer Chromebook Model Number CB515-1W-393L Part # NX.AYGAA.001**

- **Processor**  
Intel® Core™ i3-1115G4 (3 GHZ, Dual Core (2 Core)) 11th gen
- **Operating System**  
Chrome OS
- **Memory**  
8 GB, LPDDR4X
- **Hard Drive**  
128 GB, PCI Express, 1 x 128GB
- **Display**  
Intel, UHD Graphics, Shared, 15.6" LCD, In-plane Switching (IPS) Technology Comfyview LED Backlight Technology, 1920 x 1080
- **Keyboard**  
Keyboard with Backlight, and Touchpad
- **Wireless**  
IEEE 802.11 a/b/g/n/ac/ax Bluetooth 5.0

- **Power Supply**  
65W AC
- **Built in Devices**  
Microphone, Finger Print Reader, 2 speakers internally, Stereo Sound
- **Interfaces/Ports**  
HDMI outputs (1), USB 3.2 GEn 1 Type A Port (1), USB 3.2 Gen 2 Type-C (2), Total Number of USB Ports
- **Need (70) Google Chrome Management Console License**

**Contractor is not to provide additional Support Service or Network Service. This Solicitation/Bid is for Equipment only.**

#### **D. Locations**

The Maryland School for the Deaf, Frederick Campus

Frederick Campus  
101 Clarke Place  
Frederick, MD 21705

#### **E. Compensation**

The vendor shall submit an invoice and be paid for services rendered under this contract upon completion and acceptance of work.

Invoices for all services rendered are to be sent to the following address:

Accounts Payable  
Maryland School for the Deaf  
Post Office Box 250  
Frederick, Maryland 21705  
Or Email: [accounts.payable@msd.edu](mailto:accounts.payable@msd.edu)

End Section III

## SECTION IV - FORM INSTRUCTIONS

### A. BID FORM

#### 1. GENERAL

The bidder should use the form provided, although the form may be copied as needed by the bidder.

#### 2. FORM COMPLETION

Complete the following:

- A. BIDDER NAME - The name of the firm submitting the bid.
- B. BIDDERS ADDRESS - The current address for mailing correspondence,
- C. BIDDERS PHONE NUMBER - Please list current phone number, any toll free numbers that are available.
- D. BIDDERS FAX NUMBER – Please list current fax number, any toll free numbers that are available.
- E. BIDDERS SIGNATURE - The signature of the person who is authorized to commit the firm.
- F. DATE - The date when the BID FORM is due.
- G. PRINT BIDDERS NAME - Please print the person name that is signing the Bid Form.
- H. BIDDER TITLE - Please print the Title of the person signing the Bid Form.
- I. BIDDER FEDERAL EMPLOYER IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER.

For individuals and sole proprietors, this number is to be the Contractor's Social Security Number. For all other types of organizations, this number is to be the Federal Employer Identification Number.

END OF PAGE



## BID FORM

SOLICITATION NUMBER: MSD FC 360019

BIDDER'S NAME: \_\_\_\_\_

BIDDER'S ADDRESS: \_\_\_\_\_

BIDDER'S PHONE NUMBER: (\_\_\_\_)\_\_\_\_\_

BIDDER'S FAX NUMBER: (\_\_\_\_)\_\_\_\_\_

BIDDER'S EMAIL ADDRESS: \_\_\_\_\_

BIDDER'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

PRINT BIDDER'S NAME: \_\_\_\_\_

BIDDER'S TITLE: \_\_\_\_\_

BIDDER'S FEDERAL EMPLOYERS IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER, AS APPROPRIATE: \_\_\_\_\_

The Contractor submits the following prices:

Cost of Each Chromebook \$\_\_\_\_\_

Cost of Each Google Chrome Management Console License \$\_\_\_\_\_

TOTAL BID AMOUNT FOR (70) Acer Chromebooks and (70) Google Chrome Management Console Licenses

\$\_\_\_\_\_

## Attachment 1 - Conflict Of Interest Affidavit And Disclosure

A. "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

B. "Person" has the meaning stated in COMAR 21.01.02.01B(64) and includes a bidder, Offeror, Contractor, consultant, or subcontractor or subconsultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.

C. The Offeror warrants that, except as disclosed in §D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.

D. The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain in detail—attach additional sheets if necessary):

E. The Offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the bidder or Offeror shall immediately make a full disclosure in writing to the procurement officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the bidder or Offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the Contractor shall continue performance until notified by the procurement officer of any contrary action to be taken.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: \_\_\_\_\_

By: \_\_\_\_\_  
(Authorized Representative and Affiant)